

**Transportation Parent Authorization  
Starling Elementary School**

Student Name: \_\_\_\_\_ Teacher \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First

Home Address: \_\_\_\_\_  
Street # Street Name Apt. # City Zip Code

Home Phone# \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

**NOTE:** Only one morning and one afternoon transportation plan can be selected. Transportation mode must be consistent 5 days a week. **To ensure safe transportation home – no transportation changes are allowed within first two weeks of school. (Please refer to the Starling Elementary Parent/Student handbook for procedures for transportation changes.) Any transportation change made after the first two weeks must be for emergency reasons only.**

**Morning Transportation: (Please check only one)**

How will your child get to school? Bus # \_\_\_\_\_

\_\_\_ GCPS bus from home address listed above.

\_\_\_ GCPS bus from Kids R Kids or Primrose (circle one)

\_\_\_ Car Rider

\_\_\_ Day Care Facility

Day Care Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_ GCPS bus from private sitter's address (alternate address)

Sitter's Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Afternoon Transportation (Please check only one)**

How will your child get home from school? Bus # \_\_\_\_\_

\_\_\_ GCPS bus to home address listed above.

\_\_\_ GCPS bus to Kids R Kids or Primrose (circle one)

\_\_\_ Car Rider (Assigned Tag # \_\_\_\_\_)

\_\_\_ Day Care Facility

Day Care Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_ GCPS bus to private sitter's address (alternate address)

Sitter's Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

By signing below I agree to the following: **I have read and understand the guidelines printed on the back of this sheet.** The safety of my child while walking to, from, and waiting at the bus stop is my responsibility. The above information I have provided is correct, and I am the Parent/legal guardian of the child listed above. Signature is required to process this request.

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**For Administrative Use Only**

\_\_\_\_\_ Morning Alternate Address

\_\_\_\_\_ Afternoon Alternate Address

\_\_\_\_\_ Bus Tag (# \_\_\_\_\_)

\_\_\_\_\_ Day Care Tag

\_\_\_\_\_ Car Rider Tag (# \_\_\_\_\_)



# GUIDELINES

The safety of your children while walking to, from, and waiting at the bus stop is the parent's responsibility

## Student Bus Stop Assignment:

- ⇒ Students are assigned to the stop closest to their home address
- ⇒ Change of bus stop for personal preferences such as, but not limited to, to get on/off the bus sooner/later or being with other friends in the neighborhood are NOT allowed

## Transportation Tags:

- ⇒ The address that your child uses three or more days during the week is the address that is applied to the transportation tag
- ⇒ Do not remove tag – Only the school may remove or attach a new transportation tag to your child's book bag
- ⇒ Only one tag issued per child
- ⇒ The school must be notified in writing to request a transportation change for your child different from the original agreement made at time of enrollment

## Official Bus Pass:

- ⇒ Can not be issued for play dates, birthdays, Girl/Boy Scouts, weekend sleepovers or any other reason except for an emergency as determined by a school official
- ⇒ Are valid for up to 10 consecutive school days and can not be Xerox copies

## Emergency situations: *To obtain a temporary bus pass parents' must notify the school in person and/or in writing with the following information:*

- ⇒ Parent and student name, contact phone number and address of student your child is going home with
- ⇒ Parent (requesting emergency transportation) contact phone number for verification
- ⇒ Day of week and date(s) that you are requesting a bus pass not to exceed 10 consecutive school days
- ⇒ Parent signature and date

## Permissive Transfers:

- ⇒ Transportation for students on permissive transfer is the responsibility of the parent /guardian
- ⇒ For additional information see the GCPS website at [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)

## Car Rider:

- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus home or designated emergency address

## Walker:

- ⇒ Must be approved by the school Principal
- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus to home or designated emergency address

## Day care facility (less than 5 days a week):

- ⇒ Parents of students being transported to a day care facility by a GCPS bus or private day care must provide the school with a copy of the day care verification letter to include the start date and daycare directors' signature
- ⇒ An official bus pass must be obtained each day the student will not attend daycare (listed on the transportation tag) to ride the GCPS bus to home address
- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus to home or designated emergency address

## GCPS School Bus or Day care facility 5 days a week – *Address other than the home address requires:*

- ⇒ Students being transported to a day care facility by a GCPS bus or private day care must provide the school with a copy of the day care verification letter
- ⇒ School approval and/or transportation supervisor's approval and signature prior to start date of service
- ⇒ Student meets eligibility within the school's assigned attendance zone
- ⇒ For reasons other than daycare; Transportation supervisor approval, and must be the same for all 5 days of the week

## Service address MUST be:

- ⇒ The same for all 5 days
- ⇒ Within the school's assigned attendance zone or the daycare facility/sitter provides all transportation
- ⇒ An approved and/or current GCPS bus stop and in compliance with GCPS Transportation "safe stop" guidelines

This form is to be completed for every child enrolled at the beginning of the school year and/or with each transportation change